MINISTRY OF PROVINCIAL SECRETARY
AND GOVERNMENT SERVICES

ANNUAL REPORT

1983/84

The Honourable James R. Chabot
Provincial Secretary and
Minister of Government Services

SIR: I have the honour to submit the annual report of the Ministry of Provincial Secretary and Government Services, for the fiscal year ending March 31, 1984.

ROBERT S. PLECAS
Deputy Provincial Secretary and
Deputy Minister of Government Services

To the Honourable Gordon Rogers,
Lieutenant-Governor of British Columbia

MAY IT PLEASE YOUR HONOUR:

I have the honour, sir, to submit herewith the report of the Ministry of Provincial Secretary and Government Services for the fiscal year ending March 31, 1984.

I have the honour to be,
Sir,
Your most obedient servant.

JAMES R. CHABOT
Minister

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ADMINISTRATION

Appeals to the Lieutenant-Governor-in-Council

There were 74 appeals received during the year, the majority under the Motor Carrier Act. Fifty-seven appeals were dealt with through cabinet appeal hearings arranged by this office.

Orders-in-Council

The Lieutenant-Governor-in-Council passed 2,099 Orders-in-Council, compared with 2,368 in the previous year. This brought the total in the Provincial Secretary's custody to 203,545 dating from 1872.

Thirty-three Orders-in-Council resumes were prepared during the year and distributed to approximately 1,200 individuals and organizations. Some 750 of the recipients were private citizens who specifically requested the resume. The remainder were MLAs, the news media in British Columbia and government officials.

Great Seal

The province's Great Seal was used 287 times in 1983, compared with 312 in the previous year; 117 times on letters patent; 19 under the Provincial Court Act; 60 on proclamations; 26 under Queen's Counsel Act; 57 on Elections Writs, and eight under the Notary Act.

Certificates of Authentication

Total notarized documents authenticated by this office was 472 compared with approximately 493 in 1982/83.

Special Occasion Messages

Greetings were prepared for 1,967 birthdays and wedding anniversaries. Messages were sent on behalf of the Queen, Governor-General, Lieutenant-Governor and the Premier of British Columbia.

ELECTIONS BRANCH

The Elections Branch provides timely and efficient administration of all provincial plebiscites, by-elections, elections, voter registration and enumerations. The application and management of the Election Act is a vital and ongoing responsibility of the Branch.

Among the various activities and programs implemented or continued during the fiscal year were:

- provincial general election;
- information meetings with administrative representatives of provincial political parties;
- continued progress toward total computerization of the voters list;
- legislative internship program; and
- training of election officials and Registrars of Voters.

The computerization program, when completed, will make this province the only Canadian electoral jurisdiction of its size to have a fully computerized voters' list.

GOVERNMENT HOUSE

Government House is the official residence and office of Lieutenant-Governor of British Columbia. Many official hospitality functions were held in the House during 1983/84. More than 9,500 guests attended luncheons, dinners, teas, receptions, tours, and presentation/award ceremonies.

In addition to the many activities in Government House, the House staff provided the administration support for the constitutional responsibilities of the Lieutenant-Governor, as well as the schedule of official engagements of the Lieutenant-Governor and the Chatelaine away from Government House.

Distinguished visitors to Government House included: Their Majesties, King Juan Carlos I and Queen Sofia of Spain; Their Highnesses, Prince Karin Aga Khan, spiritual leader of the Ismaili Muslims, and Begum Aga Khan; The Right-Honourable Countess Mountbatten of Burma, and her son, the Honourable Timothy Knatchbull; the Earl and Countess of Malmesbury; Governor Liang Butang of Shandong Province, People's Republic of China; The Honourable John Spellman, Governor of the State of Washington; The Honourable George F.G. Stanley, Lieutenant-Governor of New Brunswick, and Mrs. Stanley; Commissioner Douglas L.D. Bell of the Yukon Territory; and The Right Reverend Donald MacDonald, Moderator of the Presbyterian Church in Canada.

Other notable visitors included: Mr. Alex H. Hart, Q.C., British Columbia's Agent General in the United Kingdom and Europe, and Mrs. Hart; officials and participants in the 1984 Brier; Mrs. J.E. Currah, Chief Commissioner, Girl Guides of Canada; and the artistic staff and dancers of The National Ballet of Canada.

High Commissioners, Their Excellencies Lester Whitehead of Barbados and Lord Moran of Britain, were received, as were ambassadors, Their Excellencies, Ronalda Costa of Brazil, Kurt Uggedahl of Finland, Jean Beliard of France, Hasjim Djalal of Indonesia, Sean P. Kennan of Ireland, Eliashiv Ben-Horin of Israel, John Becker of South Africa, Antonio Elias of Spain, and Vitthya Vejjajiva of Thailand.

A number of awards and presentation ceremonies took place in Government House. Honours were awarded by: Children's International Summer Villages; The Duke of Edinburgh's Award Program; Queen's Venturers; and the Royal Life Saving Society Canada. Long-Service Medals and Badges were awarded by the Victoria and Vancouver Island Branch, Canadian Corps of Commissionaires.

Provincial government employees received Continuous Service Awards in evening ceremonies in which 178 employees received certificates recognizing 25-years service, and 96 employees received watches for 35-years service.

During the period, 40 tours of Government House were conducted, affording more than 1,300 visitors, primarily elementary and secondary school students, an opportunity to see the official residence of the Lieutenant-Governor. A number of the tours involved young people visiting British Columbia under the Open House Canada exchange program.

On Friday, 15 July 1983, The Honourable Robert Gordon Rogers was sworn in as the 24th Lieutenant-Governor of British Columbia.

LOTTERIES

The Lotteries Branch administers the licensing, control and inspection of all gaming activities under the Lottery Act and its regulations, including bingos, raffles, social clubs, casino events and agricultural exhibitions.

Licenses issued by the Lotteries Branch

Bingos	1,381
Ticket Raffles	1,802
Casinos	656
Social Clubs	39
Concessionaires	7
Agricultural Fairs	27

Estimated Gross Revenue by Organizations	$ 94 million
Estimated Charitable Donations by Organizations	$ 25 million
Fees Collected	$ 559,012.

PERSONNEL SERVICES

Personnel Services Branch plans, develops, implements and maintains personnel programs for the Ministry of Provincial Secretary and Government Services and Executive Council offices.

Its activities complement those of the central personnel agencies and Treasury Board, whose policies govern personnel administration. Personnel Services Branch advises the ministry executive on how to effectively manage human resources within current government personnel policies and labour relations contracts to meet ministry objectives and goals. Additional activities include:

- coordination of recruitment and selection;
- carrying out organization and classification studies;
- resolving labour relations problems and providing input into central agency policy;
- developing and administering staff training and accident prevention programs; and
- advising managers and supervisors.

The first priority during the fiscal year was managing staff restraint and downsizing within government. During the 1982/83 fiscal year, the ministry funded 1,465 full time equivalents (FTE). In 1983/84, the ministry funded 1,213. As of March 31, 1984, due mainly to attrition and some staff layoffs, the ministry was able to achieve its target of 1,032 funded FTEs.

The major emphasis in the Staff Training and Safety Section of the Personnel Services Branch was in management and supervisory training. This encompassed performance planning and review, basic supervisory skills, coaching for improved performance, problem-solving, letter-writing and time management. During the next fiscal year the underlying thrust will be to improve productivity, efficiency and effectiveness.

PROTOCOL

The Chief of Protocol is responsible for matters of protocol and precedence arising within the province and for planning and executing visits to the province by The Sovereign, members of the Royal Family, the Governor General, heads of state and government, high commissioners and ambassadors and other distinguished people.

The province has been favoured by many interesting visits recently. Their Highnesses, Prince Karim Aga Khan and Begum Aga Khan, visited Vancouver and Victoria in April of 1983. His Excellency Zhao Ziyang, Premier of the People's Republic of China, visited Vancouver in January, 1984. The Honourable John Spellman, Governor of the State of Washington, visited Victoria in February, 1984, and Their Highnesses, King Juan Carlos I and Queen Sofia of Spain, visited Vancouver and Victoria in March, 1984.

Fifteen high commissioners and ambassadors visited the province in 1983/84.

During the year, 4,623 guided tours enabled more than 157,885 visitors to see the B.C. Legislature, a decline from 166,062 in 1982.

The largest number was in August with 49,609, but June, with 1,276, had the greatest number of tours. Many of these were school students.

The summer tour guide contingent had been trained by June and were well equipped to assist the regular staff with the educational tours, in addition to those designed for the tourists.

Like the winter staff, each of the summer staff was fluent in at least one language, other than English, and were able to welcome visitors in French, German, Spanish, Finnish, Scandinavian, and Italian.

CULTURAL SERVICES

The Cultural Services Branch administers programs which support the creation, performance and appreciation of the arts and the preservation, conservation and appreciation of cultural and historic objects in community galleries and museums throughout British Columbia.

Financial assistance programs provided in excess of $5.9 million to provincial cultural activities in fiscal year 1983/84. The major funding sources for these programs are the annual interest from the British Columbia Cultural Fund, a perpetual endowment, and the B.C. Lottery Fund. Of this total $2.5 million went to professional performing organizations in the field of music, theatre and dance and $1.5 million was allocated to art galleries, museums and archives.

Financial assistance to training facilities, multi-use facilities, arts service organizations and community arts organizations totalled $1.7 million.

Grants amounting to approximately $287,000 were awarded in recognition of individual achievements through scholarships and publishing programs.

The consulting services division of the Branch served more than 700 clients during the year, clarifying grant application procedures and program guidelines, reviewing proposals, calculating the real costs of clients' operations, improving clients' audience development and fund raising abilities, providing technical skills and attending productions and exhibitions.

Highlights for 1983/84

During this year, 166 talented, young British Columbians were assisted in pursuing fine arts studies with scholarships and bursaries totalling $155,000 to study at various institutions around the world. Winner of a major Professional Study Award of $7,500 was Rodney Sharman, 25, from Victoria. Sharman achieved first class honours in music studies in Paris and West Germany, and earlier, one of his compositions, Concerto for Piano and Orchestra, received a world-premiere performance by the Victoria Symphony and was broadcast on CBC-FM.

The Vancouver Art Gallery moved into its new home, the former Court House building in Vancouver, and was officially opened by the Governor General, His Excellency Edward Shreyer. The new gallery represents a $20-million renovation of a heritage structure and will be on par with the best galleries in Canada.

Vancouver's Anna Wyman Dance Theatre, one of Canada's most distinguished modern dance companies, was financially assisted on its European tour, which included 18 performances in Belgium, France and Switzerland. Last year, the Anna Wyman troupe became the first modern dance company to perform in India.

Cultural Services provided advice and assistance for the extremely successful "Festival of Murals" in Chemainus, which won a major award in the International Downtown Revitalization Competition in New York. The 25 murals, painted on various buildings throughout the town, are based on photographs or descriptions of the days of early logging in the district.

The Alberni Valley Museum opened in early 1983 and now provides a focal point for the rich history of the Alberni Valley.

HERITAGE CONSERVATION BRANCH

Highlights of 1983 for the Heritage Conservation Branch centered on international recognition of heritage in British Columbia fostered by two major international conferences: the 23rd International Anthropological Congress in Vancouver in August, and the American Association for State and Local History in Victoria in October. Both events enabled Branch staff to present important aspects of British Columbia's heritage programs to colleagues from around the world.

During the fiscal year, two specifically funded projects were completed. The $5-million Barkerville Restoration Project drew to a close, on time and on budget. Likewise, on target over a shorter period, was the St. Mungo Archaeological Interpretation Program in Delta. The latter program was so popular that more than 1,000 people lined up in the rain on its last day for an opportunity to take the archaeological site tour.

Planning, Research and Interpretation Division

The Planning Section is responsible for the project management of the Carr House, Emily Carr's birthplace in Victoria. It prepared the working plans in cooperation with the interdisciplinary Carr House Planning Committee. In addition, Section staff completed research on the history of Ruckle Provincial Park, assisted in the preparation of the Master Plan for the Alexander MacKenzie Heritage Trail, and prepared a preliminary conservation/development plan for the Hosmer Mine and Coke Oven Site.

Special projects of the Interpretation Section were interpretation plans for the Craigflower Heritage Site and Carr House. In addition, heritage markers were produced for use at Hat Creek House and Cumberland. Throughout the province, 25 volunteer Regional Advisors provided over 3,000 hours of service delivering public presentations about heritage, and monitoring and recording archaeological sites and heritage buildings.

The Research Section completed or coordinated a number of historical research reports on the following subjects: On Lee House, Hosmer Coke Ovens, Carr House, Gossett House, Barkerville, Keremeos Grist Mill and Store, Craigflower, and Hat Creek House.

Resource Management Division

One of the year's highlights was the introduction of a new computer system to manage and disseminate information on approximately 13,000 archaeological sites recorded in the province. The Inventory and Evaluation Section also undertook the final heritage evaluation of structures owned by the British Columbia Buildings Corporation in Victoria and the Lower Mainland. In addition, it developed and implemented a program to put markers on historic shipwrecks.

The Impact Assessment and Protection Section performed its regulatory role by providing advice, policy review, and monitoring of: hydroelectric projects, natural gas pipelines, C.N.R. twin tracking, metal mines developments, salmonid enhancement programs, offshore oil exploration, and other activities. In addition, more than 1,500 small land developments were reviewed through established referral systems involving other ministries and regional district planning commissions. During the year the Section reviewed 44 permit applications to undertake archaeological excavations in the province.

The highlight of the year for the Operations Section was the design and implementation of a property-management information system. On-going property development, stabilization and artifact conservation were conducted at several sites: Keremeos Grist Mill (flood and erosion control); Hat Creek House (fire protection); St. John the Divine Church, Yale (textile conservation); On Lee House, Yale (legal survey and site clearing); Point Ellice House, Victoria (landscape restoration plan); Helmcken House (paper and furniture conservation); and, Craigflower (security). Four sites in Victoria and Yale were open to the public.

Restoration Services Division

The Restoration Services Division provides technical advice to heritage societies and interested individuals throughout the province. Twenty-nine site visits outside Victoria were made in 1983, compared with 93 visits in the previous year.

A large proportion of the Division's work is conducted by the Consulting Services Section on work related to British Columbia Heritage Trust projects. In 1983, this involved advising municipalities on implementing the Heritage Area Revitalization Program (H.A.R.P.), assisting communities in the preparation of grant submissions, and monitoring individual projects that had received financial assistance.

The Technical Services Section undertook major restoration and stabilization work at Keremeos Grist Mill, Hat Creek Ranch, Carr House, Roderick Haig-Brown House (Campbell River), Caleb Pike Cabin (Victoria) and many structures in Barkerville as part of the restoration there.

INFORMATION SERVICES

The role of information services is to support the ministry's programs and services and help it achieve its objectives through the planning, preparation and distribution of information.

In conjunction with branch staff and the ministry executive, Information Services prepares an annual communications plan and corresponding budget. Information Services works with outside contracted agencies and internal government agencies in executing the communications plan.

In July, the responsibilities of Information Services were assumed by Government Information Services and the Branch was discontinued as a separate entity.

The principal projects with which Information Services was involved were the Western Canada Games, Legislation paving the way for reductions in the public service, the B.C. Festival of the Arts and the ministry's publication program.

The first priority of Information Services was restraint and at the conclusion of the fiscal year, approximately 75 per cent of the communications budget had been saved, by putting off projects that could be delayed and by producing and disseminating information in the least expensive manner.

LEGISLATIVE LIBRARY

The Legislative Library operates under the authority of the Legislative Library Act to provide reference and research services to the Members of the Legislative Assembly, caucus research staff, Officers of The House, and members of the press gallery. Where there is no conflict of priorities, public service researchers and the general public may avail themselves of the specialized collections and services.

Reference Services

The volume of enquiries rose by 11 per cent, and the number for advanced research information by 50 per cent. Approximately 70 per cent of the questions received were from Members of the Legislative Assembly and the public service.

While the overall number of on-line search requests declined slightly, the proportion of in-house and legislature-related queries continued to rise. Access to over 250 data bases is used to answer questions which otherwise would be difficult, time-consuming or impossible to answer from our collection of books, serials, microforms and government publications.

Work continued on the current newspaper index and the retrospective 1900-1970 index with approximately 45,000 stories and 100,000 entries added.

The current index was microfilmed in June to make it available to libraries. Copies are available through Precision Micrographics.

Cataloguing Services

The total volume of cataloguing remained constant. However, the relative numbers of derived and original cataloguing records changed significantly with the latter increasing from 29 per cent to 43 per cent of the total.

Cataloguing in Publication (C.I.P.)

The Library provides official cataloguing data and bibliographic control for the publications of the provincial government and its Crown agencies under Cabinet Directive 80-2.

Continued government spending restraint affected the volume of government publishing. The total number of items processed were 15 per cent less than the previous year. The total number of records processed was 353, comprised of 250 monographs and 35 serials, and 68 more ephemeral items, which received standard ISBN numbers only.

Government Documents Services

The tasks of acquiring, indexing, storing and retrieving government publications and of compiling the 'British Columbia Government Publications Monthly Checklist' are the major undertakings of this Division.

The total number of publications received was 46,134, a slight increase over the 1982/83 figure of 45,405. Although the province of Ontario made us a full depository, British documents decreased by 50 per cent and Australian by 28 per cent. The number of individual titles indexed (1,875) and the volume of cards generated (13,499) remained similar to 1982/83.

Work proceeded throughout the year on the Checklist, and in December 1983, the 1982 cumulation (the first annual cumulation enhanced by subject, author and title indexes) was published by the Queen's Printer.

LIBRARY SERVICES

The Library Services Branch operates under the authority of the Library Act to "promote and encourage the establishment and extension of library services throughout British Columbia". The Branch works in partnership with local library boards, local government and library organizations toward this objective.

Branch programs are a mix of grants and direct services to libraries and individuals. They include:

- grants to all public libraries for the purchase of library materials;
- enriched funding to regionally-organized libraries;
- books-by-mail service to isolated individuals;
- audiobook services for the handicapped;
- acquisition and cataloguing services for smaller libraries;
- block loans of large print and multilingual books; and
- training program for community librarians.

In 1983, there were 39 public library associations, 22 reading centres, 12 municipal public libraries, four consolidated public libraries and one federated public library system operating in British Columbia, serving the public through 287 service points. The Branch is responsible for the supervision of the Library Act which is the legislative basis for these 78 independent library organizations.

Review of 1983/84

Provincial grants to public libraries rose from $6,153,095 in 1982/83 to $6,231,383 in 1983/84. A total of $5,058,525 was designated for the purchase of library materials and $1,094,570 was a contribution to the general operating budget of regionally-organized libraries.

Public libraries continued to draw on provincial funding for automation. Grants totalling $349,283 were made to Greater Victoria, Richmond, Nelson, North Vancouver District, Burnaby and Fraser Valley Regional libraries.

The village councils of Massett and Port Clements, in conjunction with the Board of School District #50, elected to join the Vancouver Island Regional Library and library service to the whole of the Queen Charlotte Islands became a responsibility of the regional library. Electors in Burns Lake, Terrace, Grand Forks and the Fraser Fort George Regional District approved extensions of library service areas.

Branch Operations in 1983/84

Branch offices in Cranbrook, Dawson Creek, Prince George and Victoria continued to provide services to libraries and individuals throughout the province. These included:

- books mailed to isolated individuals - 39,742;
- interlibrary loans provided - 15,609;
- blocks of multilingual books loaned to 20 libraries - 323;
- rental collections to reading centres - 54;
- volumes purchased and processed for 25 client libraries - 17,702; and
- volumes added to Branch collections - 6,181.

Library services to the handicapped were provided through the Branch's Audiobooks Unit in Burnaby. This office produces and distributes taped books for libraries in British Columbia and operates a Canada-wide sales program. The number of audiobook cassettes duplicated totalled 90,000, of which 35,000 were distributed to British Columbia libraries and 55,000 were sold to other provinces returning $222,359 in revenue. Deposit collections of audiobooks were provided to 23 libraries and health care institutions.

PROVINCIAL ARCHIVES

Reference Services

The Reading Room, and reference services in all collecting divisions, were open to the public from 9 a.m. to 5 p.m. for 242 days during the fiscal year. The number of registered researchers increased by 88 over the previous year (2,991 compared to 2,903 in 1982-83). The Reference Room continued to be open from 6 p.m. to 10 p.m. on weekday evenings, and from 1 p.m. to 5 p.m. on Saturdays and Sundays, except on statutory holidays. During those hours 968 visits were recorded by researchers holding passes.

Manuscripts and Government Records Division

The Division accessioned 127 manuscript units consisting of 86.5 linear metres of original papers, one microfilm reel and 40 microfiche. Of those units, 10 were borrowed for copying. One hundred and sixteen manuscript units were catalogued. Seventy-one government record units were accessioned consisting of 274.5 linear metres of original records, 75 reels of microfilm and 125 microfiche. One hundred and eighty-seven government record units were catalogued to the inventory level.

Among the manuscript units accessioned were the papers of Comox naturalist Hamilton Mack Laing, Shawnigan Lake School, and the Ocean Falls Residents' Council. Government records accessioned included Agreements and Board of Industrial Relations decisions and agendas from the Ministry of Labour, a large quantity of probate files, and a large quantity of lot registers from the Lands Division.

Micrographic technicians on staff filmed 57 units of manuscripts and government records and six units of material from the Library and Maps Section. One hundred and forty-six reels of microfilm were produced during the year, including a total of 300,666 frames.

Library and Maps Section

Accessions numbered 4,741 books and pamphlets and 1,419 microforms, while 487 titles, including periodical articles, were catalogued. The Library now holds 40,935 titles in 58,505 volumes. The map collection accessioned 1,957 maps and plans, and 3,040 titles, (5,955 sheets) were catalogued. A noteworthy acquisition was the purchase of 68 original drawings of the 1911-13 addition to the Parliament Buildings by Francis M. Rattenbury.

The Section directly handled 827 reference enquiries received by mail, telephone and personal visits. Three hundred and twenty photographic prints and 2,192 negatives and slides were made, generating revenue of $2,127.29. Staff of the division furnished 44,561 pages of photostatic copies to the public and 3,978 pages to other ministries in response to orders received, resulting in $7,579 in revenue.

Visual Records

The Division answered 1,601 reference enquiries directed to its holdings of historic photographs and documentary art. Orders for reproductions, copy prints and transparencies produced a revenue of $40,077.20.

Notable acquisitions included a collection of 25 views by the "railway artist", Forshaw Day, an 1863 watercolour of H.M.S. Hecate in Esquimalt harbour and an album of sketches painted in the early 1860's by Midshipman (later Rear Admiral) R.F. Britten, purchased with the generous assistance of the Canadian Cultural Property Review Board. Ninety-eight original paintings and photographic prints were loaned for exhibit to other institutions.

The Emily Carr Gallery operated by the Division received 29,695 visitors, staff providing 98 formal tours and 426 film screenings to 3,764 persons. Exhibits during the year were "Emily Carr, A Conservators' Examination", and "Emily Carr in the Queen Charlotte Islands, 1912".

Sound and Moving Image Division

Collections Development

Audio: The division collected 249 audio tape recordings during the year. The majority of these were oral history interviews.

Video: A total of 32 video tapes were accessioned in 1/2, 3/4 and 1 inch formats. Highlights included the original recordings of TV address by the Premier and Leader of the Opposition.

Film: The division had an extremely active year in collecting film material; 469 items were added to the collection with the largest units from the Ministry of Tourism and the B.C. Provincial Museum.

In addition, approximately 2,035 audio tape recordings were transferred from the Ministry of Education, Provincial Education Media Centre in Richmond.

Published B.C. sound recordings (74 discs and 26 tapes) were also added to the collection.

Publications

Four titles in the Sound Heritage Series were published during the year; Floodland and Forest edited by Imbert Orchard; Imagine Please by Dennis Duffy; Tall Tales of British Columbia by Michael Taft and Growing Up in the Valley by Imbert Orchard. Revenue from subscriptions and sales amounted to $29,344.31.

Voices: A Guide to Oral History Research was published in March 1984. It updates and expands the previous Guide, published in 1976, which has been out of print for several years and for which numerous and continuous requests have been received.

The Division's technician produced 2,048 copies of audio tape recordings during the year and undertook conservation treatments of several dozen motion-picture films.

Photographic Laboratory

Orders totalling 577 were filled during the year: 3,417 black-and-white prints, 632 copy negative, and 299 colour transparencies.

Conservation

The division completed the conservation of 34 maps and plans, 273 manuscripts and records, 13 watercolours and drawings, 18 cased photographs and glass plates, and one oil painting. Some of these items required complex and lengthy treatments. Contract services were used for the conservation of 35 rare books and the furbishing of leather bindings and custom-made boxes for another 40.

Archives Advisor

The advisor continued to visit archival institutions, museums, historical societies and municipal governments. Six visits were made and six workshops or talks presented. The Archives Internship was again organized and co-ordinated, with 15 persons, from the Yukon Territory, as well as most regions of B.C., included in this annual training program.

Public Documents Committee

The committee held five meetings at which 140 applications for approval to dispose of records were submitted by 14 ministries.

PROVINCIAL MUSEUM

Introduction

A highlight of the year was the travelling show "Legacy", which contains Indian art objects, both old and new. Its first appearance was at the Edinburgh Festival in 1980, then in Yorkshire, and Vancouver, before returning to Victoria. As planned, this exhibition helped to fill the void left by the closure of the History and Anthropology galleries through most of the year while asbestos insulation was removed. As a result of the closure, our galleries were viewed by only 1,100,000 people through 1983, the lowest figure since 1976.

As in previous years, the Friends of the Provincial Museum, now numbering about 4,500, gave generous time and much support.

Aquatic Zoology

Observations from a deep-sea submersible in Alaskan waters extended studies on identifying fish from a distance underwater. Rare, fresh-water fish were sought and found in the Columbia River drainages along the 49th parallel, east of Trail. Deep-sea trawling, off Vancouver Island from the research vessel "Parizeau," added specimens and information on our deep-sea fishes.

Archaeology

Continuing searches on the west coast of Vancouver Island, aided by the museum's motor vessel "Nesika," found many habitation sites. In co-operation with Parks Canada, these studies have increased known sites in the area fivefold. In laboratory work, world attention was focused on archaeologist Tom Loy, who discovered blood, thousands of years old, on stone weapons, and then found a method for identifying the blood to species.

Botany

Field collections were made in the St. Elias Mountains, the Flathead Mountains, alpine areas on Vancouver Island, the southern Interior, and the Chilcotin. About 3,800 specimens were collected. Some 219 specimens were also added to the living collection in the Native Plant Display Gardens around the museum buildings. Several thousand plants were identified for other government agencies, a traditional service.

Entomology

Collections made on the Brooks Peninsula, Vancouver Island, in 1982, included 3,600 specimens. They were identified with the assistance of 57 specialists throughout the continent. Much field work this year concentrated on making a collection of photographs for use in public programs.

Ethnology

Both staff and collection had major roles in the large exhibitions: "The Copper that came from Heaven" at Vancouver's Museum of Anthropology; and the exhibition of the work of Willie Seaweed in Seattle's Science Centre. A Haida totem pole was carved at the museum to replace the one burned in the fire of 1980 that destroyed the carving shed.

Linguistics

New tape recordings in the following languages were added to the collection: Sekani, Tahltan, Chilcotin, Carrier (all four in the Athabascan language family) and Shuswap and Straits Salish. The division now holds 1,780 tapes. Duplicates of all tapes were reviewed to check quality and content. A lively travelling display called: "Language: The Great Game," will soon visit rural communities.

Modern History

Much of the year was dominated by major reorganization and storage improvement for the collection. The Transport Collection, in Richmond, was added to the division's responsibilities. This collection is essentially in dead storage, with some restoration taking place.

Vertebrate Zoology

A major event was a collecting expedition to the province's northwestern corner in spring and summer. It sampled fauna and flora with strong Arctic and Alaskan influences. Through the year, 689 specimens were loaned to 163 destinations. Most recipients were educators.

Conservation

The division undertook care of collections associated with all exhibitions assembled and disassembled; repaired or stabilized many priceless objects; and assisted in improving storage conditions for most of the History collection.

Education

School programs and adult tours, thanks to 133 docents who contributed over 11,000 hours of their time, brought about 17,000 people into the museum for special, in-depth experiences. The manuscript for a popular book on the museum was produced. Twelve curators on 21 speaking tours reached audiences in 25 communities in the province.

Exhibits

New temporary exhibition galleries were constructed, helping to balance closure of the History and Anthropology galleries. Some repair and improvement of the History gallery was long overdue, for over 14,000,000 people have walked through the area since 1972.

RECORDS MANAGEMENT BRANCH

Records Management Advisory Services

The Branch began a program of advice and assistance to ministries in the development of efficient records management. Policies and procedures governing the delivery of these services were developed. Analysts were assigned to develop records management programs in three ministries: the Ministry of Education; the Ministry of Finance; and the Ministry of Energy, Mines and Petroleum Resources. Inventories, standard file classification systems, and record schedules will be completed in these ministries within two years.

Amendments to the Documents Disposal Act allowed new procedures and forms for the scheduling of record series and for approving documents disposal applications. These procedures will streamline the administration of records disposition and effect savings in records storage costs.

Micrographic Services

Micrographic services are provided to all ministries and include the establishment of program standards and technical specifications, the loan of equipment, limited preparation and production services for specialized projects, film-processing services, security-vault storage and retrieval, quality assurance, and assistance in arranging contracted services.

Record Centre Services

To limit capital expenditures, yet provide efficient record centre services, a policy of contracting records storage and retrieval services in the private-sector was initiated. This approach is unique in Canada and allows for economical start-up of the records management program without expensive overhead for construction and staffing of an in-house records centre. To implement this service, a contract management process, records accession and disposal procedures, and retrieval services were established.

FINANCIAL SERVICES

This branch is composed of three sections which provide financial services to the Ministry of Provincial Secretary and Government Services, Legislation, Premier's Office and Ministry of Intergovernmental Relations.

Budget & Financial Systems Development

This section is responsible for the co-ordination of the annual ministry estimates and for the development of ministry financial information systems. Other services include financial analysis and forecasting, expenditure monitoring and accounting services for the B.C. Heritage Trust and Legislative Dining Room.

Accounts Section

This section is responsible for the ministries' accounting, including revenue and expenditures from general estimates as well as special purpose funds. In addition, this section is responsible for policy and procedure manuals and for the input of data to the new Financial Management Information System.

Payroll Section

This section is responsible for the preparation of all payroll data and cheque distribution. A new biweekly pay system was introduced on January 1, 1984 along with the ability to electronically deposit paycheques directly to employees bank accounts.

The annual expenditure during the 1983/84 fiscal year was:

Ministry of Provincial Secretary	$231,614,800.00
Ministry of Intergovernmental Relations	2,472,449.00
Legislation	7,109,067.00
Premier's Office	664,287.00

FIRST CITIZEN'S FUND ADMINISTRATION

The primary objectives of the First Citizen's Fund Branch are to:

- process applications to the First Citizens' Fund;
- co-ordinate meetings of the Advisory Committee, which makes recommendations to the ministry on the applications; and
- carry out research and evaluation.

The First Citizens' Fund was established under the Surplus Appropriations Act in 1969. A perpetual fund of $25 million was set aside.

The capital portion of the Fund ($25 million) is not available for distribution. The annual interest, in the amount of $1.8 million, is used to support programs and projects.

The Fund supports projects which enhance the cultural, educational, economic and recreational life of North American Indians who are British Columbia residents.

The Branch provides liaison with other funding agencies, and carries out on-site inspections of major projects.

There were four meetings of the Advisory Committee during 1983 to review applications and to make recommendations to the government.

There were 432 applications totalling $7,810,976 adjudicated. The committee recommended approval of 275 applications totalling $2,110,655.

The Branch staff consists of a director, two project officers, and an office manager.

During the year, the Branch with the aid of Grants Administration, completed the implementation of a computerized system.

LOTTERY FUND

The British Columbia Lottery Fund is made up of proceeds from government-operated lotteries held in the province, and licence fees paid by organizations conducting bingos, raffles, casino events, etc.

Grants from the fund are distributed to a wide variety of projects and programs of benefit to British Columbians, through: block funding of other grant programs; payments to non-profit organizations; direct grants administered by the Lottery Grants Branch; and transfer of Loto 6/49 proceeds to Expo 86.

The Branch paid out $7,367,511 in direct grants to 1,328 groups during the year. Included were 1,051 travel-assistance grants.

Applications for project grants increased to 495 from 466 in the previous year. By March 31, 1984, 166 had been approved, 291 rejected, 18 were withdrawn by the applicants, and 78 were still being assessed.

Block-funding was provided as follows:

. Cultural and Performing Arts Programs	$4,346,250.00
. B.C. Festival of the Arts	306,868.00
. Recreation and Amateur Sports Programs	3,450,633.00
. Summer & Winter Games	1,574,226.00
. Recreation Facilities Assistance Program.	1,675,885.00
. Communications Grants	372,676.00
. B.C. Non-Profit Societies & Charitable Donations	1,048,970.00
. B.C. Heritage Trust	1,250,000.00
. B.C. Health Care Research Foundation	1,900,000.00
. Administration	987,359.00

DIRECT LOTTERY FUND GRANT PAYMENTS (excluding travel)

Grant--Thousands of $	Number of Grants	%	Total $	%	Average Grant Amount
Under 10	133	52	$495,637.00	7.3	$3,727.00
10 - 25	55	21.5	800,472.00	11.7	14,554.00
25 - 50	38	14.8	1,252,047.00	18.4	32,949.00
50 - 100	12	4.7	724,584.00	10.6	60,382.00
100- 500	18	7	3,559,297.00	52	197,753.00
TOTAL	256	100	$6,832,297.00	100	$26,689.00

MANAGEMENT INFORMATION SYSTEMS

The Planning and Analysis Branch provides management support services to the ministry executive and ministry managers as required. The nature of the work is project-oriented and covers the following range of activities:

- policy planning and analysis;
- program evaluation;
- legislation co-ordination;
- information systems development;
- word-processing services;
- operations review; and
- accommodation.

Consistent with the government's emphasis on downsizing and improving productivity, the branch's activities were heavily oriented to operations review, systems development, and systems-related training. Projects undertaken during the fiscal year and their effects include:

Postal Operations:

Branch staff assisted the Postal Services Branch in the design and acquisition of specialized mailing containers for soil samples, biological specimens, liquids, etc. These containers are more effective, prevent spillage, and possible equipment damage and consequent liability.

The Branch also provided assistance in the design and specification of computer-printed forms which are subsequently mailed. This ongoing project results in significant savings for postage as well as paper.

Accommodation Review:

As a restraint measure, the ministry reduced its accommodation requirements avoiding annual costs in excess of $700,000 a year.

Information Systems:

The Branch provides training to word-processing operators as well as professional staff who use micro-computers. During the year, 119 ministry staff members were trained in applications ranging from basic word-processing to the use of spreadsheet applications on a micro-computer.

POSTAL SERVICES BRANCH

The purpose of Postal Services Branch is to provide cost-effective and prompt postal service for all incoming and outgoing B.C. Government mail. Postal services include: collecting, labelling, folding, inserting, sealing, sorting, post-marking, bundling, and distributing government mail. Mailing list management, education and delivery of House Mail using courier delivery vehicles are also provided. (House Mail is any postal material produced by a B.C. government office, destined for another B.C. government office). Other types of mail processed by the branch include:

.First Class mail, including; Incentive Rate and Permit mail
.Priority Post mail;
.Second Class mail;
.Third Class (Bulk) mail;
.Fourth Class (Parcel Post) mail;
.Fourth Class (Permit) mail;
.Householder mail;
.Business Reply mail;
.Collective Envelope mail;
.Certified mail;
.Specifial Delivery mail;
.Registered mail;
.Insured mail; and
.Customs Declaration mail.

During the year, emphasis was focused on improving outgoing mail standards. Specifications for Incentive Rate mail were published and distributed, as were standards for Business Reply and Pre-addressed Reply envelopes and cards. Increased emphasis was placed on maximizing conformance to indentical size, outgoing letter mail. This resulted in production of about 20 million items of Incentive Rate and Priority Post letter mail, creating postage discounts of about $2 million.

Several large-volume computer-generated mailings were reorganized to be printed in postal code sequence. Related postal sortation time was reduced by about 75 per cent, saving the government about $150,000.

The Branch continued to develop a centralized mailing list management system with a mandate to produce all government mailing lists. There are currently about 2,500 different lists containing approximately 375,000 different addresses. During the past year nearly 700,000 labels were produced and affixed to government mail items, and almost 50,000 information changes were registered on the mailing list computer system.

The total volume of mail processed by the Branch (Victoria) was approximately 47,731,000 items, compared with 46,225,000 items for the previous year (an increase of three per cent).

Annual Branch expenses were $10,584,000 compared with $12,197,000 for the previous year (a decrease of 15.2 per cent). Efforts in developing and implementing postal standards and procedures, with continued co-operation from ministries, resulted in an annual postage cost savings to government of about $6 million, compared to the cost of the next best option for processing government mail.

QUEEN'S PRINTER

Objectives

The objectives of the Queen's Printer are:

- to meet the printing and stationery needs of the Legislative Assembly and government ministries and agencies in the most effective manner;
- to provide an effective publishing service for the Legislative Assembly and to distribute selected government publications to the public and government customers; and
- to reduce government expenditures for photocopying and associated equipment to the lowest necessary level.

General

The Queen's Printer operates on a revenue-dependency basis by meeting its costs from revenue generated by its activities.

During the year, the Queen's Printer revenue decreased to about $21.1 million from $24.6 million in the previous year. This reflected a reduction in the volume of business due to the BCGEU strike in the summer of 1983 and the government restraint program.

The following is a summary of volume indicators for the year:

. Printing requisitions	20,690
. Stationery requisitions	39,525
. Publication orders	31,720
. Suppliers' invoices	24,055
. Photocopier requisitions	758

Significant administrative improvements were achieved during the year:

- the Queen's Printer Stationery Stores Department assumed responsibility for warehousing and shippping of all publications, eliminating duplication of receiving and shipping facilities; and
- the development of computerized, inventory management, accounting, job-costing, order-processing and management information systems was continued to enable the Queen's Printer to respond effectively to customer requirements with a reduced staff.

RECREATION AND SPORT

The main goal of the Recreation and Sport Branch is to encourage participation by British Columbians in recreation and sport activities through the support of the development and maintenance of a suitable range of recreation and sport opportunities. This is done by providing program and policy advice to the minister, and financial assistance and advice to 100 provincial sport and recreation associations and 400 community recreation agencies. Programs cover four areas:

- organizational support;
- leadership development;
- participation; and
- excellence;

Organizational Support

During the year, $96,800 was provided to 242 recreation commissions, which do not employ full-time staff, as an administration grant to assist them in organizing and coordinating recreation programs. Specific recreation planning grants amounting to $168,781 were approved for eight communities.

Four umbrella organizations, which provide services to recreation and sport agencies around the province, received funding as follows:

Sport B.C.	$101,500.00;
B.C. Recreation Association	103,000.00;
Outdoor Recreation Council of B.C.	93,580.00;
B.C. School Sports	207,000.00.

In addition, a grant of $392,400 was made to the B.C. Administrative Centre for Sport, Recreation and Fitness, located at 1200 Hornby Street, Vancouver.

Funding in excess of $1,400,000 was provided to provincial sport governing bodies to help them provide core administrative services and staffing for their organizations. It is through these 87 bodies that services are provided to more than 600,000 British Columbians who are their members.

Leadership Development

Instructors and volunteer or staff administrators of recreation and sport associations received $881,129 in financial assistance. These regional training workshops provided training in the following categories:

Instructors training:

145 pre-school recreation instructors in 6 workshops;
519 fitness instructors in 9 courses;
265 activity recreation Workers in 7 workshops;
125 youth and summer leaders in 4 events;
277 leaders in specific skills in 7 events; and
64 leaders in 6 special events.

Administrators training:

80 recreation commissioners and elected officials in 3 workshops;
115 volunteer board members in 3 events;
41 recreation staff in 1 course; and
179 participants in 2 special events.

Coaches and Officials

5,450 coaches in 237 courses
7,300 officials in 485 courses.

The Branch also assisted in the delivery of Level "1" and "2" theory courses in the National Coaching Certification Program (NCCP). In addition, an NCCP Level "3" theory course was run during the year which helped to train 18 coaches in 13 sports.

The Sport Medicine Council of B.C., with the assistance of staff and a $50,000 grant from the province, continued to make the playing environment safer for all. The B.C. SportsAid program trains coaches, managers, officials and parents in the principles of athletic injury, prevention and care. In 1983, 1,400 participated in core-level training.

Participation

The Branch's annual grant to the Northern B.C. Winter Games Society supported the games in Prince George at which over 3,150 athletes competed. These games will be held in Kitimat in 1985 and in Smithers in 1986.

Premier's Sport Awards Program: to date, 140,388 children have participated in this program and 115,824 of them have earned the Premier's Sport Awards.

Compared to the previous year, the program's performance is as follows:

- 53 per cent of the province's intermediate grade school students are registered;
- school registrations have increased from 496 to 605 schools, for a growth rate of 21.9 per cent;
- student participation has grown by 19.3 per cent from 55,923 to 66,723;

- the number of participating community organizations has increased by 178 per cent from 14 to 39 while the number of community participants has grown by 106 per cent from 1,583 to 3,265;
- the number of awards presented has grown by 19.5 per cent from 18,680 to 22,335; and
- the total number of registered participants has increased from 57,506 to 69,988 representing a growth of 21.7 per cent.

Excellence

British Columbia placed first at the Western Canada Games held in Calgary August, 1983. The athlete assistance programs and athletic award schemes continue to operate effectively. Six athletes won the Premier's Athletic Award and 336 athletes benefited from the High Performance Athlete Assistance Program which now includes disabled athletes. In cooperation with the Ministry of Universities Science & Communications, approximately 600 students were awarded the B.C. Athletic Award of $1,000 per person. Nancy Green Scholarships, were awarded to 26 athletes. As well, eight athletes received the Karen Magnussen scholarship awards and 403 athletes received B.C. Sport Development Awards.

GOVERNMENT INFORMATION SERVICES

The government, during this fiscal year, began a move towards a system of modified centralization for the management and implementation of its information services.

A central, communications planning-and-approval system was progressively developed under a Communications Counsel. The system drew its authority to review and approve advertising, publications and news releases from Cabinet policy and Treasury Board directives.

The budgets of 19 ministries for advertising and publications were consolidated in one Vote with the Communications Counsel as signing and contracting authority.

Government Information Services was expanded to include 10 senior information managers recruited from across government, all housed within the Legislative Buildings and able to work directly with ministers at the Cabinet Committee and Cabinet levels on communications planning and implementation.

Blind Persons Contribution Act

British Columbia Buildings Corporation Act

British Columbia Day Act

Constitution Act

Document Disposal Act

Dogwood, Rhododendron and Trillium Protection Act

Douglas Day Act

Election Act

Emblem and Tartan Act

Heritage Conservation Act

Indian Advisory Act

Inquiry Act

Klondike National Historic Park Act

Legislative Assembly Act

Legislative Assembly Allowances and Pension

Legislative Assembly Privilege Act

Legislative Library Act

Legislative Procedure Review Act

Library Act

Lottery Act

Ministry of Provincial Secretary and Government Services Act

Museum Act

Pacific National Exhibition Incorporation Act

Pension Agreement Act

Pension (College) Act

Pension (Municipal) Act

Pension (Public Service) Act

Pension (Society) Act

Pension (Teacher) Act

Public Service Act

Public Service Benefit Plan Act

Public Service Labour Relations Act

Queen's Printer Act

Recreational Facility Act

Scholarship Act

Vancouver Centennial Celebration Act